



FLAGSTAFF MINIMUM WAGE ORDINANCE

Flagstaff Municipal Code – Chapter 15-01

2017 Rate: \$10.50 per hour

The Basics:

- \$10.50 rate is effective July 1, 2017.
- Minimum wage rate is adjusted each January thereafter.
- Employers must pay the Flagstaff minimum wage to each employee who works 25 hours or more in a given calendar year in Flagstaff, regardless of employer's location.

Employer Responsibilities:

- Post the official Flagstaff Minimum Wage Poster in your workplace informing employees of the current minimum wage and their rights, and the contact information for the Office where questions about rights and responsibilities under this chapter can be answered.
- Document all hours worked by employees and keep those records for four (4) years.
- Allow City access to worksites and relevant records for purposes of investigating complaints.
- Provide each employee at time of hire, or by July 1, 2017, whichever is later, with written notice of employer's business name, address, and telephone number, the employee's right to earn minimum wage, the current minimum wage, the employee's right to be free from retaliation, and the contact information for the City's Office of Labor Standards.

Employee Rights

- Shall receive the Flagstaff minimum wage for work performed in Flagstaff.
- May file a complaint with the City's Office of Labor Standards and/or file a civil lawsuit.

Retaliation Prohibited

- ✓ **It is unlawful to discharge or take any other adverse action against any person in retaliation for asserting any claim or right under this Ordinance, for assisting any other person in doing so, or for informing any person about their rights.**

Fines/Penalties

Employees are entitled to all remedies available to correct a violation of this law, including back pay plus interest, liquidated damages, injunctive relief, and/or attorneys' fees and witness fees and costs. Additionally, any Employer who violates this law may be liable for civil penalties up to \$1000 per violation and, if retaliation against an Employee takes place, a minimum of \$250 per day plus other remedies.

Additional Information:

For additional information regarding the Flagstaff Minimum Wage Ordinance, and a downloadable poster, visit the City of Flagstaff's website at www.flagstaff.az.gov/minwage, give us a call at (928) 213-2071, or email us at laborstandards@flagstaffaz.gov.

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